



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

**Memorandum**

To: LIHEAP Directors  
From: Theresa Brewer, Director, Community Services Program  
Subject: FY 2006 LIHEAP data collection and reporting  
Date: June 30, 2006

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LIHEAP sub-grantees are required to obtain/update certain cost/consumption and household data of LIHEAP *eligible* and *served* clients and submit the information to DHCD as part of its end of the year reporting process.

LIHEAP sub-grantees were notified to obtain the FY 2006 cost/consumption data from energy vendors for the most recent 12-month period (April 1, 2005 through March 31, 2006) and include the data in their LIHEAP databases by **Friday, June 16, 2006**. This cost/consumption, as well as client household data then must be submitted online to DHCD. The DHCD E-Government Network can be accessed at [www.mass.gov/dhcd](http://www.mass.gov/dhcd) or directly at [dhcd.octopi.org](http://dhcd.octopi.org). The fiscal year 2006 cost/consumption and household data must be uploaded as soon as possible, but no later than **Friday, August 18, 2006**. Once submitted, you may need to update your cost/consumption and household data.

The end of the year Fast-Track Emergencies/Unserved Households and Margin Over Rack (MOR) reports are also due in August and must be submitted online to DHCD by **Friday, August 18, 2006**.

A detailed MOR report should be mailed or e-mailed ([akm.rahman@ocd.state.ma.us](mailto:akm.rahman@ocd.state.ma.us)) to DHCD.

If you have questions or need further clarification do not hesitate to contact me or Akm Rahman.

Thank you for your cooperation.